

# Utah Department of Agriculture and Food

## New Account Creation Instructions

November 2022



### Sign in

Enter email

No account? [Create One](#)

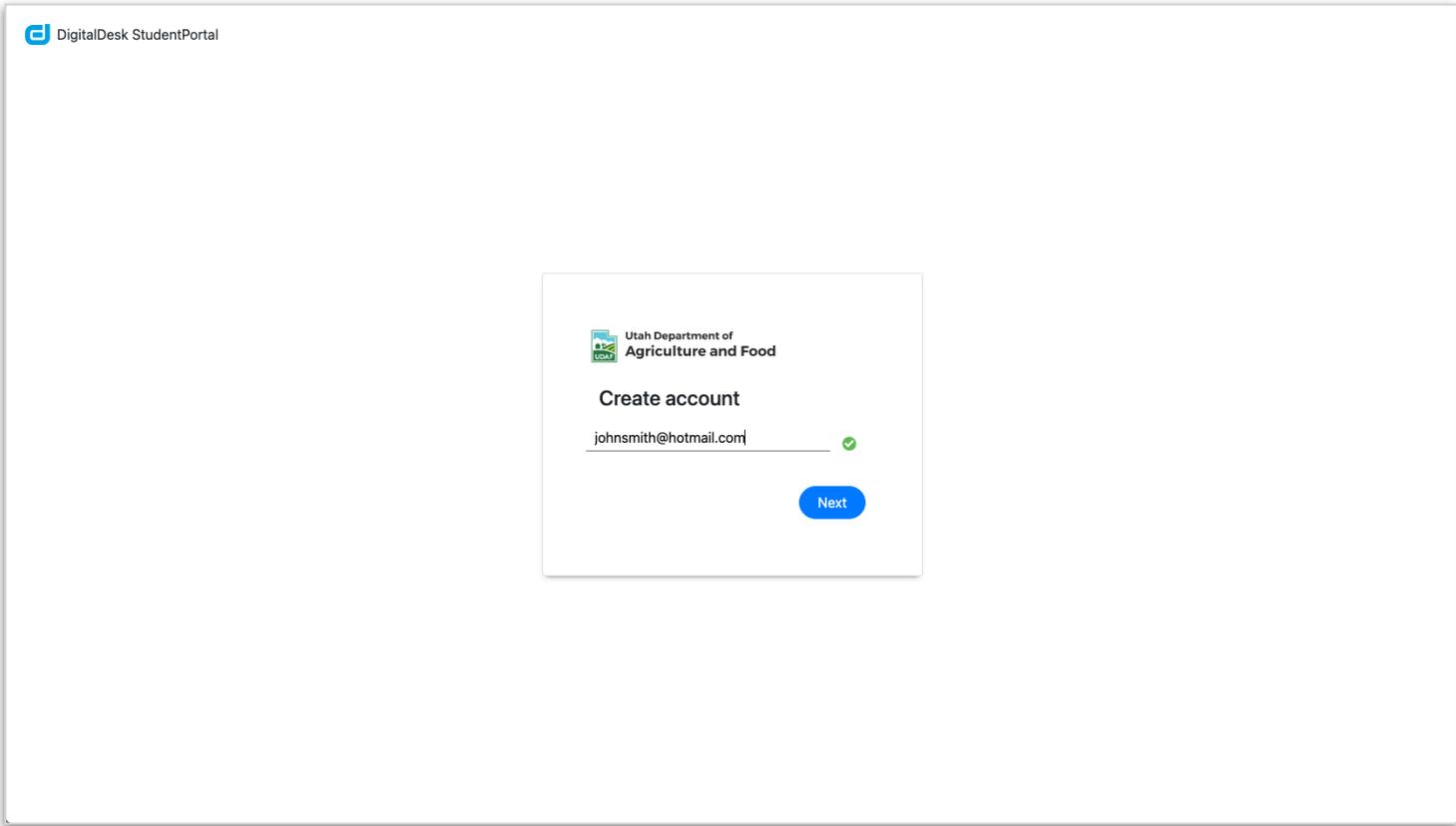
Next

### Welcome to Pesticide Testing Portal

On this site, you can access all the resources required for licensing and certification, like pesticide category manuals, resource materials, and pesticide exams.

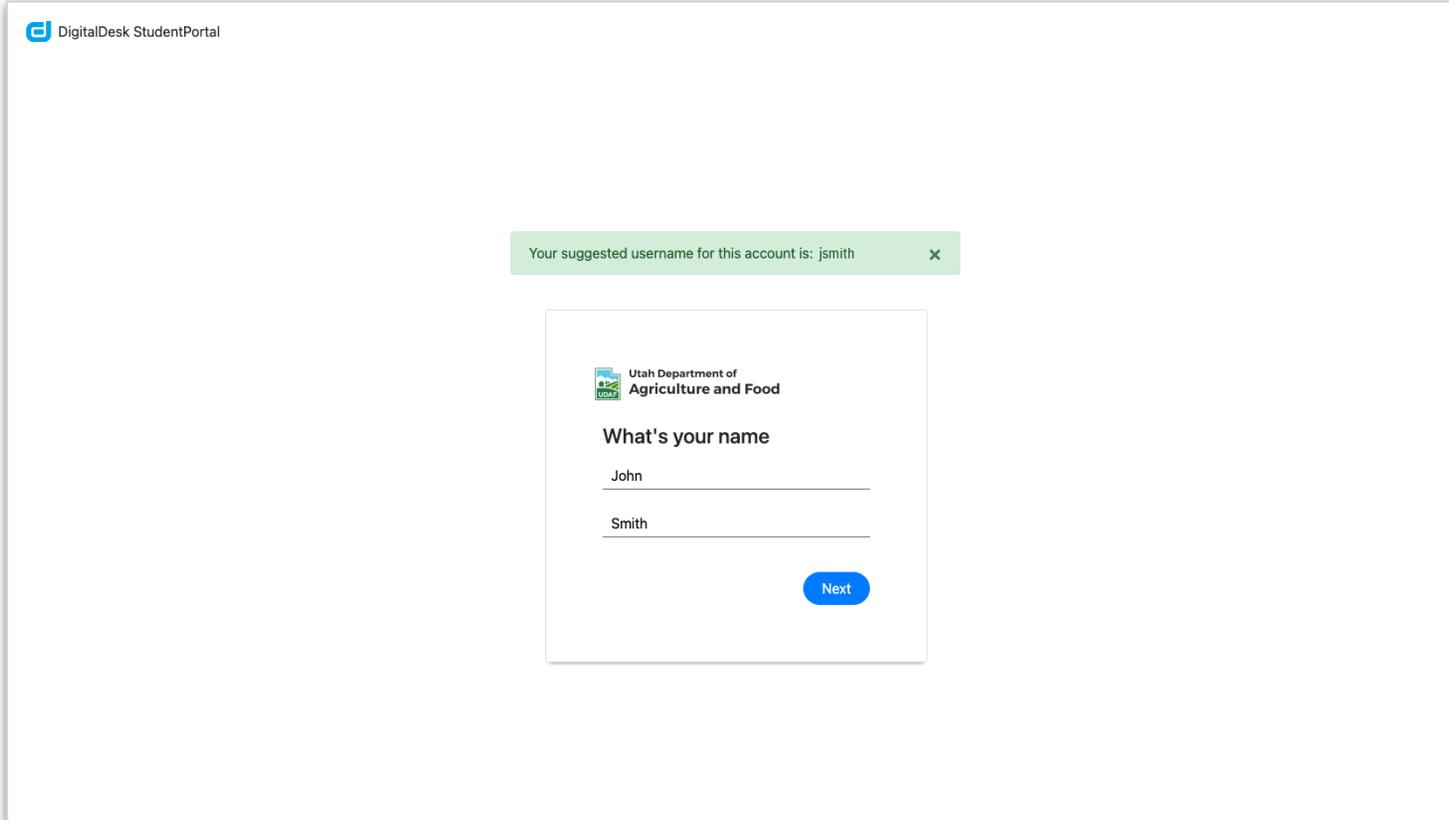
If you do not have a login, please click the link "Create One". If you have difficulty creating your account, please following the instructions found [here](#).

To create a new account, click the [Create One](#) link on the Sign in screen.



You will be asked to enter your valid email address. The  indicates that the email is formatted correctly.

Press the  button. A verification email with a link will be sent to the address entered.



When you receive your email, you will be prompted to click the link in the email. Doing so will return you back to the account creation page.

Enter First and Last Name, then press the  button.

Your suggested username for this account is: jsmith ✕

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**Enter Your Mailing Address**

Now, enter your home address, then press the  button.

Your suggested username for this account is: jsmith ✕

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**Enter Your License Number**

123456789

**Primary Phone Number**

801-555-1212

[Next](#)

Now, enter your license number, if you have one and your primary phone number, then press the [Next](#) button.

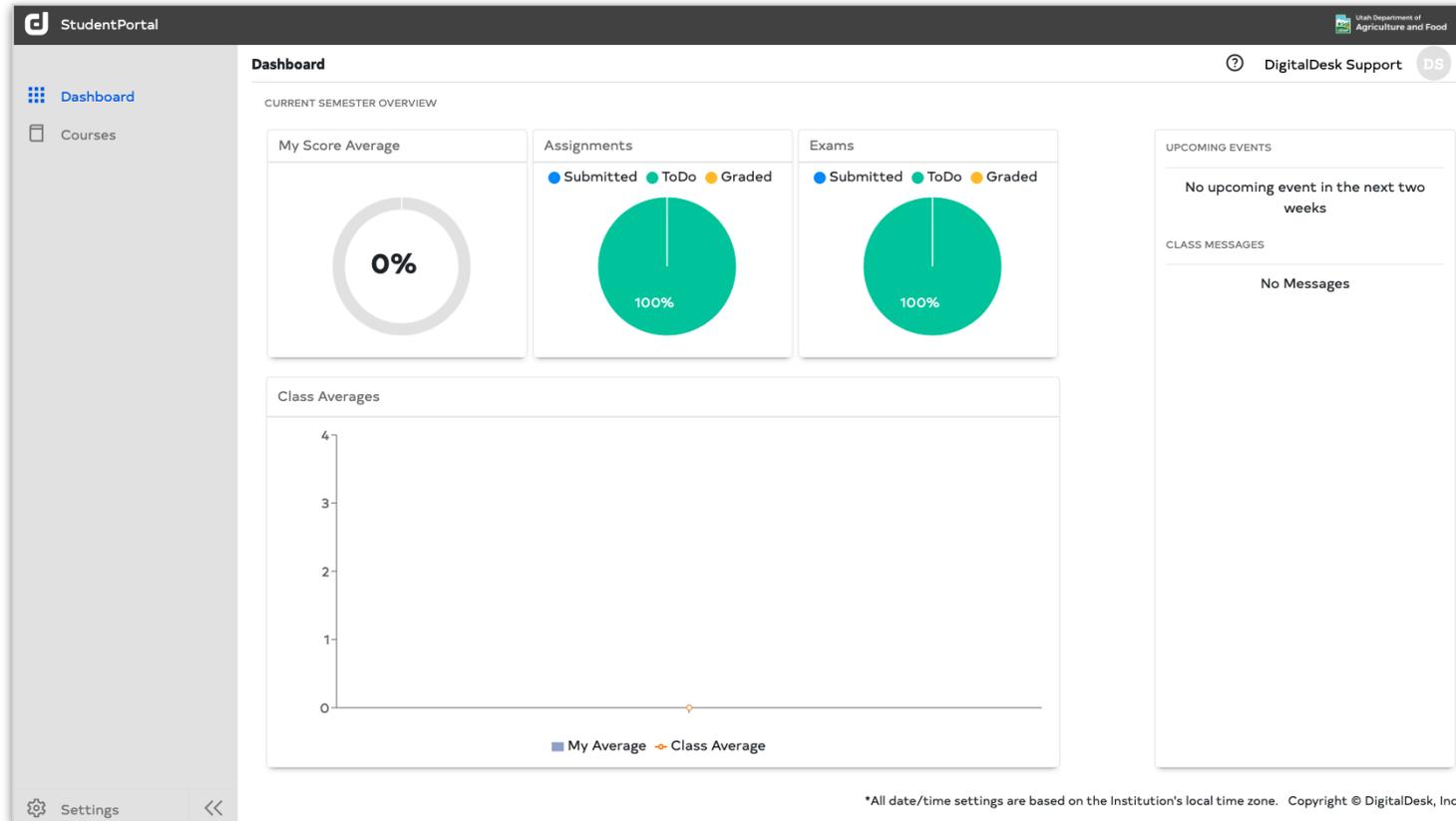
Your suggested username for this account is: jsmith ✕

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**Enter Your Business Address**

[Create Account](#)

Enter your business address, then press the [Create Account](#) button.



Once your account is created, you will be required to login to the system using the credentials you supplied.

After logging in, you will be brought to the Dashboard. You will not have any courses assigned at this time.

Click the  **Settings** button found in the lower left corner of the web page.

The screenshot shows the StudentPortal interface. At the top left is the 'StudentPortal' logo. The top right corner features the Utah Department of Agriculture and Food logo and a 'DigitalDesk Support DS' button. A left sidebar contains 'Dashboard' and 'Courses' options. The main content area is titled 'Settings' and has three tabs: 'Course Enrollment' (selected), 'Subscription', and 'Profile'. Under the 'Course Enrollment' tab, there is a 'Select Department' section with a dropdown menu. The dropdown is open, displaying a list of departments: 'Commercial Applicator' (highlighted), 'Commercial Business', 'CEU', 'Non-Commercial Applicator', 'Private Applicator', and 'Restricted Use Pesticide Dealer'. At the bottom left, there is a 'Settings' button with a gear icon and a back arrow. At the bottom right, a small disclaimer reads: '\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.'

In the Course Enrollment tab, you can select from the Department dropdown the applicable course for you. You can enroll in multiple courses.

StudentPortal

Utah Department of Agriculture and Food

DigitalDesk Support DS

Settings

Course Enrollment Subscription Profile

Select Department

Commercial Applicator

CA - 100 - NPCA-01  
National Pesticide Core Applicator  
Add

CA - 100 - SHR-01  
Structural and Health Related Pest Control  
Add

CA - 100 - SD-01  
Seed Treatment  
Add

CA - 100 - WD-01  
Wood-Destroying Organisms Pest Control  
Add

CA - 100 - AGP-01  
Agriculture Pest Control - Plant  
Add

CA - 100 - FPC-01  
Forest Pest Control  
Add

CA - 100 - AQP-01  
Aquatic Pest Control - Sewer  
Add

CA - 100 - ROW-01  
Right-of-Way Pest Control  
Add

Settings <<

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After selecting the desired course, click the  for the class you wish to enroll in. You can enroll in multiple courses.

The screenshot shows the StudentPortal interface. A modal dialog box titled "Enrollment Confirmation" is centered on the screen, asking "Are you sure you want to Enroll into National Pesticide Core Applicator Course ?" with "Yes" and "No" buttons. The background is dimmed, showing the "Settings" page for "Course Enrollment" under the "Commercial Applicator" department. A grid of eight course options is visible, each with an "Add" button:

Course ID	Course Name
CA - 100 - NPCA-01	National Pesticide Core Applicator
CA - 100 - SHR-01	Structural and Health Related Pest Control
CA - 100 - SD-01	Seed Treatment
CA - 100 - WD-01	Wood-Destroying Organisms Pest Control
CA - 100 - AGP-01	Agriculture Pest Control - Plant
CA - 100 - FPC-01	Forest Pest Control
CA - 100 - AQP-01	Aquatic Pest Control - Sewer
CA - 100 - ROW-01	Right-of-Way Pest Control

At the bottom of the page, there is a footer: "\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc."

Confirm your selection by clicking the  button.

The screenshot shows the StudentPortal interface. At the top left, the 'StudentPortal' logo is visible. The main header includes 'Settings', 'DigitalDesk Support', and 'DS'. Below the header, there are tabs for 'Course Enrollment', 'Subscription', and 'Profile'. The 'Course Enrollment' tab is active, showing a 'Select Department' dropdown menu set to 'Commercial Applicator'. Below this, there are eight course cards arranged in a 2x4 grid. Each card contains a course ID, a description, and an 'Add' button. The first card, 'CA - 100 - NPCA-01', is selected and has a 'Delete' button instead of an 'Add' button. The other cards are: 'CA - 100 - SHR-01' (Structural and Health Related Pest Control), 'CA - 100 - SD-01' (Seed Treatment), 'CA - 100 - WD-01' (Wood-Destroying Organisms Pest Control), 'CA - 100 - AGP-01' (Agriculture Pest Control - Plant), 'CA - 100 - FPC-01' (Forest Pest Control), 'CA - 100 - AQP-01' (Aquatic Pest Control - Sewer), and 'CA - 100 - ROW-01' (Right-of-Way Pest Control). At the bottom left, there is a 'Settings' link and a back arrow. At the bottom right, a disclaimer states: '\*All date/time settings are based on the Institution's local time zone. Copyright © DigitalDesk, Inc.'

You can remove your enrollment at anytime by clicking the  button.